

**A.2.1 EMPLOYEE MANUAL REFERENCES:**

**General Information**

ACA Standards 1A-01, 1A-04, 1A-05, 1A-10, 1A-16, 1A-17, 1C-01, 1C-02, 1C-20, 1C-21, 1C-23, 1C-24, 1C-25, 1D-01, 1D-02, 1D-05

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Civil Service Article X, Part 1

Civil Service Rules Chapters 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 16, 17, and 21.

Civil Service General Circulars No. 001155, 001679, and 1728

La. R.S. Title 11:441(A)(4), 11:537(c), 11:62(5)(e); La. R.S. 42: 1101-1169; La. R.S. 1950, Title 42, Chapter 15;

YS Policies A.1.11 “Polygraph Testing of Employees”, A.2.2 “Pay Administration and Management”, A.2.4 “Employee Awards”, A.2.5 “Family and Medical Leave of Absence”, A.2.7 “Drug-Free Workplace”, A.2.8 “Sexual Harassment”, A.2.11 “Employee Assistance Program”, A.2.12 “Personnel Records”, A.2.13 “Americans with Disabilities Act”, A.2.19 “Special Agents”, A.2.22 “Violence-Free Workplace”, A.2.28 “Return to Work”, A.2.37 “Unscheduled Absences”, A.2.38 “Ethics for Public Employees: Nepotism, Prohibited Contractual Relations, Gifts”, A.2.43 “Employee Subpoenas, Notices of Hearing, Discovery, and Legal Correspondence”, A.2.45 “Performance Planning and Review” and A.2.46 “Employee Grievance Procedure”, A.2.47 “Equal Employment Opportunity”, A.2.50 “Flexible Work Schedules”, A.2.52 “Recruitment and Referral”, C.1.13 “Media Access and Public Information”

**ROC (Rules of Conduct)**

Children’s Code 603: 609 (A 1-2; Article 509, 510, 603, 603 (14), 603 (16), 609, and 610;

Civil Service Rule 12.6

La. R.S. 14:402, 40:961, 14:403(A)(1), Title 40,

ACA Standards 2-CO-03, 1C-04, 1C-11, 1C-20, 1C-21, 1C-23, 1D-02, 1D-07, 1F-06, 1F-15, 3A-01, 3C-01 (Administration of Correctional Agencies); 3-JTS-3A-16, 3A-31, 1C-18, 1C-21, 3A-01, 3A-19, 3A-20, 3A-21, 3A-28, 3A-29, 3A-31, 3C-02, 3D-06, 3D-09 (Juvenile Training Schools)

YS Policies A.1.4 “Investigative Services”, C.2.6 “Use of Interventions”, C.4.3 “Mandatory Reporting of Abuse and Neglect of Youth”

**PbS Standards (CJCA - Council of Juvenile Correctional Administrators)**

SaEP4, SaEP5, SaEP6, SaP3, SaP4, SaP5, SaP6, SaP8, SaP15, SaEP22, SaEP23, SaP20, OEP1, OEP6, OEP7, OP1, OP4, PEP4, OP6, OP9, SeP2, SaEP16, SaP13, SaP14, SaEP22, SaEP23, SaP19, SaP20, SaP21, OEP9, OEP10, OEP12, OEP13, OP5, OP7, OP8, SaEP19, SaEP20, SaP19, SeEP5, SeEP6, SeP2